

TECHNICAL BULLETIN

Information for Participants, families and Developmental Disabilities
Organizations

Number: 10

March 2013

Package Tiers and Billing

The Department has received questions regarding the January 1, 2013 implementation of the Service Package Tiers and Rates changes. The questions have not only brought attention to the need to clarify some of the January 1 changes but also have highlighted underlying issues regarding billing practices. Department staff continue to be available to meet with each DDO individually to respond to programmatic or billing questions.

Service Package Tiers:

There have been concerns that Participants were inappropriately placed in Tier D but should have been in Tier E.

In most cases, the tiers were assigned based upon the modifiers that were being billed and/or purchase order requests. If a Participant is currently assigned Tier D (modifier UA) and that Participant should be assigned Tier E (modifier TG), please submit a request in writing to the Department to change the authorization. The request should include a copy of the most recent ISP, Behavior Plan, PO and a staffing schedule documenting the staffing requirements. If the Department determines that a Tier E is clinically appropriate, authorizations will be increased accordingly. However, if claims have been processed for January and February services at the incorrect rate, the DDO must recoup claims back to January 1, 2013 prior to the new authorization being processed. Once the authorization is processed, the DDO can bill for services at the correct tier. The estimated time to complete the recoup to new billing is approximately two weeks depending on the HP cycle.

New Services:

Effective January 1, 2013, the Department added two new services: Professional Services at Day Programs and Access to Overnight Supports. Professional Services at Day Programs allow for 12 hours per year or 3 hours per quarter for Participants at Tier A, B and C and 65 hours per year or 16.25 hours per quarter at Tiers D and E. Access to Overnight Shared Supports is a per diem rate for Participants who live independently and require the availability of direct support and assistance on an on-call basis. Each of the above services must be authorized prior to billing. If the DDO is providing these services, the DDO may submit on a spreadsheet to the BHDDH fiscal office to request this authorization. Please submit two spreadsheets: one for Professional Services at Day Programs and one for Access to Overnight Shared Supports.

Each spreadsheet should include the Participant's first name, last name, ssn, date of birth, number of units being request for the period January 1, 2013 – March 31, 2013, the tier being requested and modifier. A sample spreadsheet is available at <http://www.bhddh.ri.gov/ddd/sustainability.php> As each Participant's Individualized Support Plan is due, please include these supports as appropriated and required.

Billing:

It is critical that DDO's understand the services and rates and bill for the actual service provided. Billing for a service that has not been provided is Medicaid fraud. For example, if Transportation services are billed at Tier E, then in an audit the DDO must demonstrate that the transportation was provided at the proper level.